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Method for writing articles

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METHOD FOR WRITING ARTICLES

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I. Planning of article.

Make a logical outline and develop.

Know premise.

Know beginning and end.

Read widely concerning other published articles in your field, in
your subject.

Slant your article to the magazine in which you expect to have it
published.

II. The Article

Select title, three to five words in length.

Know the specialized vocabulary.

Study different ways in which the words can be used.

Study different ways in which the data can be stated.

Write in such a way that you are relaying information.

Write clearly, avoiding ambiguities.

Say what you mean, do not repeat. Redundancies are not accepted.

Keep writing simple.

Create right words. Where there is a choice of words, use the
right one.

Be accurate in stating facts. Document well, give illustrations.

Explain terminology, new terms, old terms, specialized terms.

Select lead paragraphs; sentences may serve as summaries.

III. Corrections.

Read article aloud. Be sure that it hangs together. Watch
for overlapping.

Have others look over your manuscript.

A misspelled word may cause a rejection; unscholarly.

IV. Illustrations.

Charts, etc.

Make them graphic and simple. Keep the reader in mind. Do
not make them so small that it is hard to read them.